

<p align="center">State of Alaska Division of Motor Vehicles Standard Operating Procedures</p>	<p>SOP No. T-135</p>	<p>Page No. 1 of 1</p>
	<p>Effective October 21, 2005</p>	
<p>Subject:</p>	<p>Supersedes T-135</p>	<p>Dated 8/8/01</p>
<p align="center">NOTARY PUBLIC REQUIREMENTS</p>	<p>Approved</p>	
<p>Statute:</p>	<p>Regulation:</p>	<p>Form No. See Below</p>

Some documents that are submitted for title transfer or registration exemption must be notarized. The requirement for notarization is usually Division policy rather than statute or regulation and provides a measure of protection.

If a Notary Public is not available any of the following may act as a witness:

- Clerk or Deputy Clerk of a State or Federal Court
- Commissioned military officer (valid only for persons outside the country) R-220
- DMV employee or DMV commission agent **(FOR DMV WORK, ONLY)**
- State or Federal Magistrate, Judge, or Justice
- Postmaster

The signature of the DMV employee or DMV commission agent may be used in lieu of notarization when a person signs a DMV form or document in your presence. When you are acting as a witness in place of a notary, your responsibilities include:

- Assure that the form has been completed, in full.*
- Check the person's identification prior to witnessing the document.
- Write down the type of identification used along with a reference number. For example, if someone provides their Alaska driver license - ADL # _____.
- Legibly sign your name (If your signature is difficult to read, print your name next to your signature.)
- Reference your AMVC ID and office location number. Example: *Ima Sample* ISA/222

*NOTE: A notary public is responsible for assuring that the person is who they say they are. Your responsibilities as a DMV employee go one step further.

It is important that you can be identified as a DMV employee if for any reason we are required to present witnessed documents in court.

The following documents must be notarized:

Form Number

Abandonment and/or Sale of a Mobile Home, Affidavit of	838
Affidavit (Used in conjunction with Surety Bond).....	824
Abandoned Vehicle by Private Property Owner, Claim of Ownership of.....	825
Homebuilt Trailer, Affidavit of	819
Impoundment and Sale, Notification of	826
Inadequate Proof of Ownership Affidavit.....	824
Lost, Destroyed or Stolen Title, Affidavit of.....	809
Possession, Affidavit of.....	859
Power of Attorney (See T-130 for further information).	847
Reconstructed Vehicle Affidavit	829
Repossession, Affidavit of	843
Senior Citizen Affidavit.....	807
Surety Bond, Vehicle Title	824
Work or Storage Lien Affidavit	859

Many states require notarization on title releases. As Alaska does not require a release to be notarized, an out of state title may be accepted without notarization.

Cross Reference:

T-130 Power of Attorney R-220 Military Exemption